

CURRICULUM VITAE OF

SHAHEEN MIAH

Contact No: 01787-867240

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Contact ADDRESS:

Vill-Khud Varera, P.O-Tajpur
P.S-Osmaninagar, Dist-Sylhet
Cell: 01787-867240

CARRER PLAN

Achieving a dynamic and Challenging job to utilize my academic knowledge and potentiality to development my career and to achieve a respectable and responsible position in the related field and thereby contributing for the welfare of the Institution.

EDUCATIONAL QUALIFICATION:

Secondary School Certificate (S.S.C)

Institute : Mangal Chandi Nishikanta High School
Group : Science
Year of Passing : 2015
Result : 4.50
Board : Sylhet Board

Higher Secondary Certificate (H.S.C)

Institute : Tajpur Degree Collage
Group : Business Studies
Year of Passing : 2017
Result : 3.92
Board : Sylhet Board

National Skill Standard Basic Course

Institute : Tajpur MN IT Institute, Sylhet.
Course Name : Computer Office Application
Duration : Six Month
Year of Passing : 2016
Result : A+
Board : BTEB

Experience:

- I have 1 year of experience as a computer operator in an IT institute.

Relevant Skills and abilities:

Computer Skills :

1. Ms. Word, Ms. Excel, PowerPoint, Adobe Photoshop, Adobe Illustrator and Internet Browsing.
2. I have the ability to type 20 to 25 words per minute in both English and Bengali Languages
3. I have the skill to fill different types of forms online.

PERSONAL ATTRIBUTES:

- ⇒ Good organization and interpersonal communication skills
- ⇒ Ability to work in a team environment
- ⇒ Self-confident and being positive
- ⇒ Ability to manage time and being flexible
- ⇒ Ability to work efficiently under pressure and fulfill deadlines

LANGUAGE PROFICIENCY:

Language Skills : Good in Speaking, Reading and Writing both in Bengali and English.

INTEREST:

Traveling, Playing, Reading Books & Newspaper.

PERSONAL DETAILS:

Name : **Shaheen Miah**
Father's Name : Abdul kadir
Mother's Name : Fatema Begum
Date of Birth : 02/05/1999
Marital Status : Single
Religion : Islam
Nationality : Bangladeshi by Birth
Home District : Sylhet

PERMANENT ADDRESS:

Vill-Khud Varera, P.O-Tajpur
P.S-Osmaninagar, Dist-Sylhet
Cell: 01787-867240

DECLARATION:

I hereby declare that the information provided in this resume is strictly maintained to the best of my memory.



Shaheen Miah

Date:.....